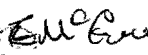



HHS/ED COMM #1
April 3, 2014
Briefing and Discussion

MEMORANDUM

April 1, 2014

TO: Health and Human Services Committee
Education Committee

FROM: Essie McGuire, Senior Legislative Analyst 
Vivian Yao, Legislative Analyst 

SUBJECT: **Briefing and Discussion – School Health Advisory Council and MCPS and DHHS Collaboration on School Health Issues**

Today the Health and Human Services (HHS) and Education Committees will discuss collaboration between the Montgomery County Public Schools (MCPS) and the Department of Health and Human Services (DHHS) on policy issues related to school health. This discussion will include a briefing on the School Health Advisory Council. Representatives from both MCPS and DHHS will participate in the briefing and discussion.

The Committee Chairs expressed an interest in using this briefing on the School Health Advisory Council as an opportunity to have an overarching discussion about how MCPS engages in public health policy issues related to child health and wellness. MCPS and DHHS have many partnerships in school health programs, such as Linkages to Learning and School Wellness Centers. They also routinely collaborate to implement public health requirements related to children, such as vaccinations and recent regulations from the State regarding Epi-Pen training and administration.

In addition to these specific joint endeavors, the Committee Chairs would like to discuss areas in which MCPS currently participates in public health policy development and areas in which MCPS could increase its participation in collaborative policy efforts with DHHS and other community partners. Two areas in particular that the Chairs raised for discussion today include MCPS participation in community health groups such as Healthy Montgomery, and MCPS participation in research and data collection efforts related to public health and wellness issues. In each area, there are instances both where MCPS is heavily engaged, and areas in which the connections to and participation in these efforts could be increased.

Community Public Health Policy Development

On circles 1-3, MCPS provided a list detailing its staff participation in national, State, and local organizations, committees, and groups related to community health issues. This list contains 28 committees or commissions, 12 non-profits, and 9 “other” types of groups. The list provides staff contact names. Council staff looked up the individuals’ positions and notes that the representation includes the following:

- Director, Division of Food and Nutrition Services
- Associate Superintendent for Special Education and Student Services
- Director, Department of Student Services
- Chief of Staff to the Superintendent
- Deputy Superintendents
- Staff from the Office of the Chief Engagement and Partnership Officer
- Director, Department of Instructional Programs
- Staff from the Health Education Instructional Office
- Staff from the Division of School Counseling, Residency, and International Admissions
- Pupil Personnel Workers

Discussion Questions

1. Are there additional community health efforts not represented on the attached list that would benefit from MCPS participation? For example, MCPS is represented on both the Steering Committee and the Obesity Work Group for Healthy Montgomery, but not on the Behavioral Health Work Group.
2. While the range of staff representation may be useful and appropriate for each individual subject, to what extent is MCPS school health policy engagement coordinated among these individual representatives for the school system as a whole? How are the needed connections made when these efforts intersect or overlap?

School Health Advisory Council

The School Health Council is a state-mandated advisory council made up of representatives from DHHS, MCPS, private citizens, and other key stakeholders (see voting membership list at circles 5-6). The School Health Council’s recently updated bylaws governing its mission, purpose, meeting schedule, and committee structure are attached at circles 7-11. The group reports to the MCPS Superintendent and the County Health Officer and is charged with enhancing “the academic achievement, health and well-being of all students” and supporting “the development and promotion of effective and coordinated school health programs.”

The School Health Council meets quarterly to identify, review, develop, and make recommendations on various health, safety, and wellness programs, interventions and concerns. See circle 7 for a list of School Health Council responsibilities. There are three standing committees on: (1) Mental Health and Substance Abuse, (2) Wellness (nutrition, physical activity, health, and safety), and (3) Nomination and Membership. The agendas for the previous six Council meetings (attached at circles 14-19) provide information on the topics discussed by

the Council, including: MCPS Concussion and Heat Acclimatization Guidelines; Health Education Standards; Obesity Prevention in Schools; Fostering Connections and Alternative Response (Child Welfare Services); and Substance Abuse Panel.

Research and Data Collection Efforts

MCPS receives numerous requests from private and public entities to collect data for research or surveys about children. MCPS is required to conduct some of these data collection efforts by the State or Federal Government. Board of Education Regulation AFA-RA, *Research and Other Data Collection Activities in Montgomery County Public Schools* (circles 23-28), provides guidance as to how and when to conduct data collection activities. The regulation outlines a process by which the Office of Shared Accountability receives and reviews the requests. It also discusses criteria by which the request should be judged, including soundness of methodology and projected costs, burden, and benefits. This regulation covers both external and internal data collection requests.

MCPS provided examples of two recent health related data activities that were approved, the Maryland Active Living/Healthy Eating in Schools Wellness Policies and Practices Survey (circles 20-21) and the School Health Profiles Survey (circle 22). MCPS further provided a list of health and wellness studies submitted to the Office of Shared Accountability from 2011 to date (circles 29-30). This list shows that all but one of the studies were approved for participation.

The one study reflected on the list in which MCPS did not participate is the Oral Health Survey of Maryland School Children conducted under the State Department Health and Mental Hygiene. MCPS indicates on circle 30 that the documentation was not completed. Council staff suggests that there may have been some miscommunication on this survey, as Montgomery County is the only jurisdiction not included in the State's final report.

Discussion Question

1. If there is an assessment, information, or data collection activity related to a public health issue of importance in the local community, how can MCPS, DHHS, and other community partners identify this request on the front end of the MCPS review process to add that factor to the consideration and ensure that an important connection opportunity is not lost?

Montgomery County Public Schools
Community Health-related Partnerships

National and Maryland Organizations, Committees, and Councils	
Governor's Partnership to End Child Hunger	Marla R. Caplon
Maryland Adapted Physical Education Consortium	Cara D. Grant
Maryland Early Childhood Advisory Council	Claudia Simmons
Maryland Health and Physical Education Advisory Council	Cara D. Grant
Maryland Health Physicians (partners with MCPS for the Back-to School Fair)	Ursula A. Hermann Janae E. Robinson-Casey June L. Zillich
Maryland Hunger Solutions	Marla R. Caplon
Maryland School Nutrition Association	Marla R. Caplon
Maryland State Department of Education Office of Child Care Advisory Committee	Jody Z. Burghardt
NAACP/MCPS Partnership Meetings	Ursula A. Hermann Sylvia K. Morrison Laura P. Newton Beth Schiavino-Narvaez Kimberly A. Stalham Timothy B. Warner Lori-Christina Webb
National Center for Children and Families/Neediest Kids (Bridge to Success)	Janae E. Robinson-Casey June L. Zillich
School Work Group on Discipline and Suspensions, Maryland State Department of Education	Sally A. Dorman Stanley N. Truman June L. Zillich
Share Our Strength, No Kid Hungry	Marla R. Caplon
Montgomery County Commissions and Councils	
Alcohol and Other Drug Abuse Advisory Council	Elizabeth A. Rathbone
Child Welfare Services (Endless Dreams) Department of Health and Human Services (DHHS)	Kassie Cardona Gerry L. Edwards Ursula A. Hermann Laura P. Newton Chrisandra A. Richardson Consuela Robinson Corinne E. Stevenson Elizabeth A. Rathbone
Commission on Child Care	Claudia Simmons
Commission on Health	Marla R. Caplon
Early Childhood Advisory Council	Claudia Simmons

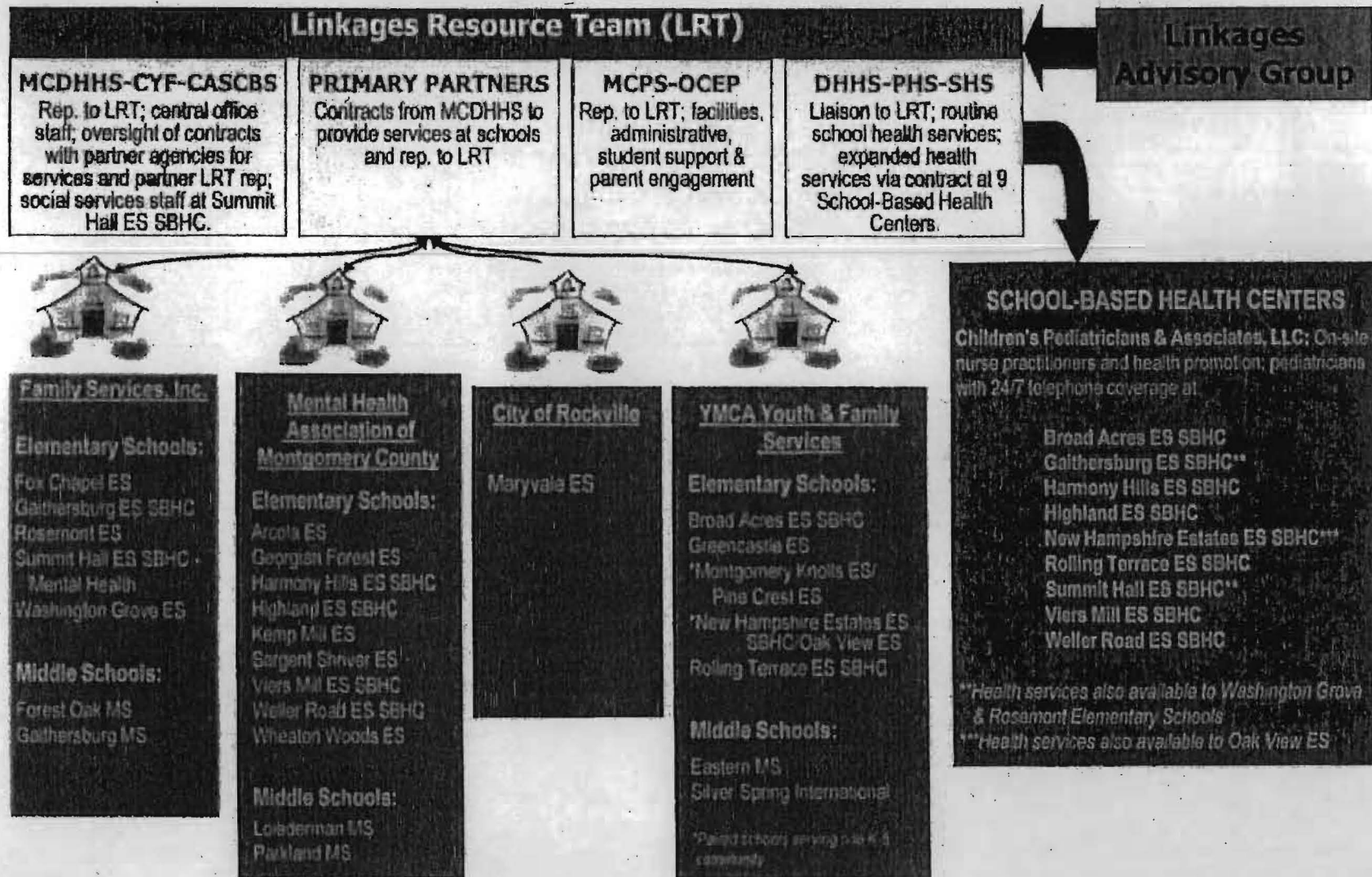
Montgomery County Public Schools
Community Health-related Partnerships

Family Services, Inc.	Janae E. Robinson-Casey June L. Zillich
Food Council	Marla R. Caplon Laurie C. Jenkins
Healthy Montgomery	Cara D. Grant Jeffrey Mehr Andrew M. Zuckerman
Interagency Coalition for Adolescent Pregnancy	Cara D. Grant Jeffrey Mehr
Kennedy Cluster Project	Janae E. Robinson-Casey June L. Zillich
Linkages to Learning	Timothy Warner June L. Zillich
Many Voices for Smart Choices	Ursula A. Hermann Elizabeth A. Rathbone
Mental Health Advisory Committee	Elizabeth A. Rathbone
Obesity Work Group, Healthy Montgomery	Marla R. Caplon Cara D. Grant Jeffrey Mehr
School Health Council	Marla R. Caplon Cara D. Grant Ursula A. Hermann Jeffrey Mehr Peter Park
School-Community United in Partnership	Linda J. Bart Joanne DeMoll Mary Dempsey Sally Katz Jennifer McCarron Steven Neff Sharon W. O'Donnell Elizabeth A. Rathbone June L. Zillich
Non-profit Organizations	
Adventist Behavioral Health	Janae E. Robinson-Casey June L. Zillich
Arc of Montgomery County	Janae E. Robinson-Casey June L. Zillich
Community Bridges	Janae E. Robinson-Casey June L. Zillich
Identity, Inc.	Ursula A. Hermann Chrisandra A. Richardson Janae E. Robinson-Casey June L. Zillich

Montgomery County Public Schools
Community Health-related Partnerships

infoMontgomery. Montgomery County Collaboration Council for Children, Youth, and Families	June L. Zillich
Interfaith Works	Janae E. Robinson-Casey June L. Zillich
Manna Food Center	Marla R. Caplon
Maryland Choices	Janae E. Robinson-Casey June L. Zillich
Montgomery County Collaboration Council for Children, Youth, and Families, Board	Ikhida R. (Roland) Ikheloa Chrisandra A. Richardson Sylvia K. Morrison
Montgomery Federation of Families for Children's Mental Health	Janae E. Robinson-Casey June L. Zillich
Screening and Assessment Services for Children and Adolescents, Montgomery County DHHS	Steven Neff Ursula A. Hermann
Serving Together	Ursula A. Hermann Chrisandra A. Richardson
Other	
Charles W. Gilchrist Center for Cultural Diversity	Janae E. Robinson-Casey June L. Zillich
Children's Pediatricians and Associates, LLC	Janae E. Robinson-Casey June L. Zillich
Community Radiology Associates (partners with MCPS for the Back-to School Fair)	Ursula A. Hermann Chrisandra A. Richardson Janae E. Robinson-Casey June L. Zillich
Kaiser Permanente (partners with MCPS for the Back-to School Fair)	Ursula A. Hermann Chrisandra A. Richardson Janae E. Robinson-Casey June L. Zillich
Kensington Wheaton Youth Services	Janae E. Robinson-Casey June L. Zillich
Mental Health Association of Montgomery County	Ursula A. Hermann Chrisandra A. Richardson Janae E. Robinson-Casey June L. Zillich
Priority Partners. Johns Hopkins University and Maryland Community Health	Janae E. Robinson-Casey June L. Zillich
Smile Suite (partners with MCPS for the Back-to School Fair)	Ursula A. Hermann Janae E. Robinson-Casey June L. Zillich
YMCA Youth and Family Services	Janae E. Robinson-Casey June L. Zillich

Linkages to Learning Collaborative Structure



School Health Council Voting Members

(Note: A minimum number of voting members are required, but the SHC is not limited to a maximum number of voting members per the Bylaws.)

MCPS (minimum of 4 voting members):

- 1) Marla Caplon, Director, Division of Food and Nutrition Services
- 2) Ursula Hermann, Director, Student Services
- 3) Peter Park, Team Leader, Systemwide Safety Programs, Department of Facilities Management
- 4) Kerri Kimbrell-Silva, Wellness Specialist
- 5) Frieda Cooney, Instruction Specialist, Elementary Integrated Curriculum, Department of Curriculum and Instruction
- 6) Cara Grant, Supervisor, Health and Physical Education, Department of Curriculum and Education
- 7) Jeffrey Mehr, Content Specialist, Health Education, Department of Curriculum and Instruction

MCDHHS (minimum of 4 voting members):

- 1) Joan Glick, Director, School Health Services
- 2) Laura Allen, Nurse Manager, School Health Services
- 3) Dr. Ulder Tillman (ex-officio) Health Officer, DHHS, Public Health Services
- 4) Vacant

Linkages to Learning (minimum of 1 voting member):

- 1) Monica Martin, DHHS Administrator, Linkages to Learning

Physicians (pediatricians or family physicians, minimum of 1-2 voting members):

- 1) Dr. Jack Yanovski, Co-chair, SHC, Eunice Kennedy Shriver National Institute of Child Health and Human Development, National Institutes of Health
- 2) Dr. Gail Granof Warner
- 3) Dr. Jenny Maehr, Medical Director, Maryland Department of Juvenile Services

Dentists (minimum of 1-2 voting members):

- 1) Jerome Casper, D.M.D., American Board of Pediatric Dentistry
- 2) Arpana Verma, D.D.S., Dental Society
- 3) David Verma, D.D.S., Dental Society

MC Commission on Children and Youth (minimum of 1 voting member):

- 1) Vacant (See below. Are these two organizations the same?)

MC County Collaboration Council for Children, Youth, and Families (minimum of 1 voting member):

- 1) Lynn Sobolov, Program Manager, Excel Beyond the Bell

Montgomery County Commission on Health (minimum of 1 voting member):

- 1) Dr. Daniel Russ

Mental Health Association of Montgomery County (minimum of 1 voting member):

- 1) Jessica Soussana, LCSW-C, Program Director, Voices Vs Violence

Primary Care Coalition (minimum of 1 voting member):

- 1) Arva Jackson

MCCPTAs (minimum of 1-2 voting members):

- 1) Abe Brown, Co-chair SHC, Health Committee
- 2) Carol Lovelace, Health sub-Committee Chair
- 3) Carrie Witkop, Health and Safety Committee

PTA Representatives (minimum of 1-2 voting members):

- 1) Vacant

Community at Large (1-2 voting members):

- 1) Dr. Giorgio Kulp, Community Pediatrician, MC Medical Society
- 2) Heidi Isenberg-Feig, Montgomery County Medical Society
- 3) Gloria Pender, American Cancer Society
- 4) Robin Brannan

MONTGOMERY COUNTY SCHOOL HEALTH COUNCIL BYLAWS

INTRODUCTION

Maryland State Regulation, *COMAR 13A.05.05.13, School Health Services Standards--Implementation and Coordination*, states that, "the local school superintendent and the local health officer shall jointly require the development of a local school health council with assistance by the Maryland State School Health Council."

ARTICLE I: NAME

The name of this body shall be the Montgomery County School Health Council.

ARTICLE II: MISSION

The mission of the Montgomery County School Health Council is to enhance the academic achievement, health and well-being of all students and to support the development and promotion of effective and coordinated school health programs. By accomplishing this mission, all children enrolled in Montgomery County Public Schools (MCPS) will be safe, healthy, and available to learn.

ARTICLE III: PURPOSE

The purpose of this Council shall be to provide a forum for discussion and support of relevant school health problems and programs of MCPS and the Montgomery County Department of Health and Human Services (DHHS); to assist in the development and maintenance of new coordinated school health programs that will afford maximum health benefits to every school age child in Montgomery County; and to recognize, respect, and include the policies and objectives of various disciplines, groups, and agencies concerned with school health and work towards the coordination of their efforts.

The Council shall:

- A. Support the legal responsibility for school health programs of both MCPS and DHHS;
- B. Support cooperation between health and educational agencies of government;
- C. Serve in an advisory capacity to the Superintendent of Schools and the Health Officer or their designated representatives;
- D. Support the development and maintenance of coordinated school health programs to include health education, health services, food and nutrition services, physical education and other physical activity programs, counseling and psychological and social services, family and community involvement, health and safety policies and environment, and health promotion for staff members;
- E. Provide a forum for the discussion of community ideas, questions, and concerns;
- F. Encourage public-private partnerships and citizen interest and participation in the development of coordinated school health programs;
- G. Identify, develop, and/or recommend programs or interventions that create healthful living patterns on the part of students, teachers, parents, and the community at large;

- H. Carry out advocacy and marketing roles regarding development and improvement of coordinated school health programs as consistent with the plans and goals of the two departments; and
- I. Raise awareness of the importance of school health among parents and families, the media, potential resource providers, and the community at large.

ARTICLE IV: MEMBERS

Section 1. Membership

Membership will include, at a minimum, but is not limited to, these organizations and the designated number of representatives (shown in parenthesis) of:

- A. MCPS (4 voting members) including members representing safety, nutrition, health education, and student services
- B. DHHS (4 voting members) including the Director of School Health Services, representatives from the School-based Health and Wellness Centers, a School Health Services Nurse Administrator or Nurse Manager, and a School Community Health Nurse
- C. Linkages to Learning (1 voting member)
- D. Physicians (pediatricians or family physicians (1-2 voting members)
- E. Dentists (1-2 voting members)
- F. Montgomery County Commission on Children and Youth (1 voting member)
- G. Montgomery County Commission on Health (1 voting member)
- H. Mental Health Association of Montgomery County (1 voting member)
- I. Montgomery County Collaboration Council (1 voting member)
- J. Primary Care Coalition (1 voting member)
- K. Montgomery County Council of Parent Teacher Associations (PTAs) (1-2 voting members)
- L. PTA Representatives (1-2 voting members)
- M. Community at large (1-2 voting member)
- N. Students (1-2 voting members)

Members representing community agencies and organizations will be identified by their agencies or organizations and may be replaced at the discretion of the body they are representing.

Other members may nominate themselves or be nominated by members of the School Health Council. Members will be appointed by a letter authored by the Chair of the School Health Council.

Alternates may be designated for regular members and will have the right to vote in the absence of regular members.

Section 2. Tenure of Members

The members of the School Health Council shall be appointed for three years. Representatives may be reappointed to the Council for additional three-year terms. As the term of a member ends, the appropriate individual and/or agency will be contacted in May to request a reappointment or another representative for the following Council year.

Section 3. Functions of the Members

Members are expected to attend and actively participate in meetings; address issues brought to the Council, and bring School Health Council issues to the attention of the members' respective organizations. It is the responsibility of each member who represents a public or private agency to determine with their respective agency the authority they have as a representative.

Decision making is to be by consensus with the exception of the election of the Chairpersons and amending these Bylaws when voting will occur. At the time of these votes, the duly appointed members will be identified in order to establish a quorum and the requisite number of votes for a decision.

When the School Health Council will be communicating a position to the Superintendent of Schools or Health Office, the current members will be given the opportunity to review a draft of the communication, either at a regular meeting or via electronic e-mail, so that agreement can be reached regarding the position and contents. If by e-mail, a record of the responses will be maintained.

ARTICLE V: THE COUNCIL YEAR

The official year of the Council shall be from July 1 of one year to June 30 of the following year.

ARTICLE VI: OFFICERS

Section 1. Cochairpersons

There will be two cochairpersons elected by the membership and both will serve for a maximum of two three-year terms. The terms of the cochairpersons will be staggered. The cochairpersons will not be employees of MCPS nor DHHS. One cochairperson will represent the professional health community, and one will represent the school-community perspective.

Section 2. Nomination and Election

Candidates for the office of cochairperson shall be nominated by a three member Nominating Committee composed of a representative of MCPS, DHHS, a community

member-at-large (other than the current officers) appointed by the cochairpersons at the February meeting. A slate of nominees shall be sent to the current members one month prior to the fourth meeting (May) and elections take place at the meeting in May, provided a quorum is present. Nominations may be made from the floor prior to the election. Only those who have consented to serve, if elected, shall be eligible for nomination either by the nominating committee or from the floor. The position of cochairpersons will be decided by a simple majority vote of the membership.

If vacancies in the chairperson positions occur during the year, the Nominating Committee will mail a slate of nominees to the current members prior to the next meeting, with the election occurring at the next meeting provided a quorum is present.

ARTICLE VII: MEETINGS

Section 1. Meeting Dates and Locations

The Montgomery County School Health Council shall meet four times a year: September, December, February, and May. The dates shall be determined by the Council membership at the May meeting for the following Council year. Meeting dates may be changed at the discretion of the cochairpersons provided written notice is given to members at least one week prior to the original meeting date.

Meetings are open to the public and will be held in an easily accessible place. Minutes of the meetings will be available to the public, upon request.

Section 2. Quorum and Parliamentary Procedure

Voting for amendments to the bylaws or election of the cochairpersons may only be transacted if there is one-half plus one of the current membership present at an official meeting. Reports, discussion, and adoption of council recommendations may take place even if a quorum is not present. Accepted parliamentary procedures shall be *Robert's Rules of Order, Revised*. Parliamentary procedures may be waived under certain circumstances if agreed to by two-thirds of the members present.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees

There shall be the following standing committees:

- Mental Health and Substance Abuse
- Wellness (nutrition, physical activity, health, and safety)
- Nomination and Membership

The committee chairperson(s) shall be appointed by the Council Chairperson(s) with the approval of the members.

Section 2. Ad Hoc Committees

Ad Hoc Committees may be appointed by the Council chairperson(s) with the approval of the Council. The members of the committees consist of at least two members of the Council chosen by the committee chairperson(s) and may include representatives of community groups and/or county agencies.

Section 3. Committee Reports

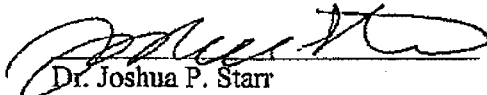
Committees shall present reports of their activities, if any, at each meeting or as requested by the Council. Committees shall submit to the chairperson(s) a report of the year's activities prior to the close of the Council year.

ARTICLE IX: AMENDMENTS


Proposed amendment(s) to the Bylaws of the Montgomery County School Health Council shall be sent by e-mail to the general membership at least thirty (30) days in advance of that meeting where action will occur. If action is urgent, members of the Council may be polled by mail, e-mail, or telephone including an option to call an emergency meeting.

Amendment(s) shall require one-half plus one of the current membership present at any regular or called meeting, provided that the full text of the proposed amendment(s) and the time and place of said meeting is submitted to every active member thirty (30) days prior to the meeting at which the vote will be taken.

Approved by:


Dr. Joshua P. Starr
Superintendent of Schools
Montgomery County Public Schools

Date 3.13.2014


Dr. Ulcer J. Tillman
Health Officer & Chief,
Public Health Services
Montgomery County, Maryland

Date 3.14.2014

This page intentionally left blank

This page intentionally left blank

Montgomery County School Health Council

A G E N D A

February 10, 2014

6:15pm - 8:00pm

401 Hungerford Dr.

1st Floor Green Rm.

Next Meeting:

May 12, 2014

- **6:15 Networking**
- **6:30 Welcome from Co-Chairs**
 - Dr. Jack Yanovski and Mr. Abe Brown
- **6:35 Review Minutes & Correspondence**
 - Laura Allen, Nurse Manager, MC DHHS, School Health Service
- **6:40 Updates from DHHS, MCPS, MCCPTSA**
 - Joan Glick, Director, MC DHHS, School Health Services
 - Ursula Hermann, Director, MCPS Student Services
 - Carroll Lovelace, Chair, MCCPTA Health Subcommittee
- **6:45 Briefing: Substance Abuse Panel**
 - Carol Walsh, Executive Director, Montgomery County Collaboration Council for Children, Youth, and Families;
 - Meg Baker, Coordinator, Many Voices for Smart Choices Prevention Alliance;
 - Sgt. Keith Matthis, Montgomery County Police Department
- **7:15 SHC Subcommittee Reports**
 - Lynn Sobolov - Nomination and Membership
 - Jessica Soussana - Mental Health
 - Peter Park - Safety, Health & Environment
 - Marla Caplon – Nutrition
- **7:40 Discussion**
 - Membership nominations
 - Briefing topics for next meeting
- **8:00 Adjournment**

Montgomery County School Health Council

A G E N D A

December 16, 2013

6:15pm - 8:00pm

401 Hungerford Dr.

1st Floor Tan Rm.

Next Meeting:

February 10, 2014

- **6:15 Networking**
- **6:30 Welcome from Co-Chairs**
 - Dr. Jack Yanovski and Mr. Abe Brown
- **6:35 Review Minutes & Correspondence**
 - Laura Allen, Nurse Manager, MC DHHS, School Health Service
- **6:40 Updates from DHHS, MCPS, MCCPTSA**
 - Joan Glick, Director, MC DHHS, School Health Services
 - Ursula Hermann, Director, MCPS Student Services
 - Carroll Lovelace, Chair, MCCPTA Health Subcommittee
- **6:45 Briefing:**
 - Lisa Stambolis, Director of the Pediatric and Adolescent Program, Healthcare for the Homeless of Maryland
 - Cara Grant and Jeffrey Mehr, MCPS Content Specialists, Update on Health Education Standards and Feedback
- **7:15 SHC Subcommittee Reports**
 - Lynn Sobolov - Nomination and Membership
 - Robin Brannan - Mental Health
 - Peter Park - Safety, Health & Environment
 - Marla Caplon – Nutrition
- **7:40 Discussion**
 - Membership nominations
 - Briefing topics for next meeting
- **8:00 Adjournment**

Montgomery County School Health Council

AGENDA

September 16, 2013

6:15pm - 8:00pm

401 Hungerford Dr.

1st Floor Green Rm.

Next Meeting:

December 16, 2013

- **6:15 Networking**
- **6:30 Welcome from Co-Chairs**
 - Dr. Jack Yanovski and Mr. Abe Brown
- **6:35 Review Minutes & Correspondence**
 - Laura Allen, Nurse Manager, MC DHHS, School Health Service
- **6:40 Updates from DHHS, MCPS, MCCPTSA**
 - Joan Glick, Director, MC DHHS, School Health Services
 - Ursula Hermann, Director, MCPS Student Services
 - Carroll Lovelace, Chair, MCCPTA Health Subcommittee
- **6:45 Briefing:**
 - **Update on MCPS Concussion and Heat Acclimatization Guidelines**
William Beattie, MCPS Director of Systemwide Athletics
 - **Update on Health Education Feedback**
Cara Grant and Jeffrey Mehr, MCPS Content Specialists, Health Education
- **7:15 SHC Subcommittee Reports**
 - Lynn Sobolov - Nomination and Membership
 - Robin Brannan - Mental Health
 - Peter Park - Safety, Health & Environment
 - Marla Caplon – Nutrition
- **7:40 Discussion**
 - Membership nominations
 - Briefing topics for next meeting
- **8:00 Adjournment**

Montgomery County School Health Council

AGENDA

May 13, 2013

6:15pm - 8:00pm

Rockville Library

1st Floor Conf. Rm.

Next Meeting:

TBD

- **6:15 Networking**
- **6:30 Welcome from Co-Chairs**
 - Dr. Jack Yanovski and Mr. Abe Brown
- **6:35 Review Minutes & Correspondence**
 - Kimberly Townsend, Nurse Manager, MC DHHS, TB Control
- **6:40 Updates from DHHS, MCPS, MCCPTSA**
 - Joan Glick, Director, MC DHHS, School Health Services
 - Ursula Hermann, Director, MCPS Student Services
 - Carroll Lovelace, Chair, MCCPTA Health Subcommittee
- **6:45 Briefing:**
 - **Update on MCPS Health Education Curriculum**
 - Cara Grant, MCPS Content Specialist, Health Education
 - **Update on Obesity Prevention in Schools**
 - Judy Stiles, Obesity Prevention Strategy Group
- **7:15 SHC Subcommittee Reports**
 - Judy Covich and Lynn Sobolov - Nomination and Membership
 - Robin Brannan - Mental Health
 - Pam Montgomery - Safety, Health & Environment
 - Marla Caplon – Nutrition
- **7:30 Bylaws Revision Update/Final Document**
 - Co-chairs
- **7:40 Discussion**
 - Membership nominations
 - Proposed meeting dates for next school year
 - Briefing topics for next school year
- **8:00 Adjournment. See you next school year, everyone!**

Montgomery County School Health Council

AGENDA

February 11, 2013

6:15pm - 8:00pm

Rockville Library

1st Floor Conf. Rm.

Next Meeting:

Monday,

May 13, 2013

Briefing:

TBD

**MCPS Health Education
Curriculum Update**

- **6:15 Networking**
- **6:30 Welcome from Co-Chairs**
 - Dr. Jack Yanovski and Mr. Abe Brown
- **6:35 Review Minutes & Correspondence**
 - Kimberly Townsend, Nurse Manager, School Health Services
- **6:40 Updates from DHHS, MCPS, MCCPTSA**
 - Joan Glick, Director, School Health Services
 - Ursula Hermann, Director, MCPS Student Services
 - Carroll Lovelace, Chair, MCCPTA Health Subcommittee
- **6:45 Briefing:**
 - Wendy Grier, DHHS Child Welfare Services: "Fostering Connections and Alternative Response"
 - Update on Obesity Prevention in Schools
 - Ursula Hermann, Director, MCPS Student Services
 - Judy Stiles, Obesity Prevention Strategy Group
- **7:30 SHC Subcommittee Reports**
 - Judy Covich and Lynn Sobolov - Nomination and Membership
 - Robin Brannan - Mental Health
 - Pam Montgomery - Safety, Health & Environment
 - Marla Caplon - Nutrition
- **7:45 Bylaws Review- Task Group Update**
- **7:50 Discussion**
 - Briefing topics for next meeting
- **8:00 Adjournment**

Montgomery County School Health Council

A G E N D A

December 10, 2012

6:15pm - 8:00pm

Rockville Library

1st Floor Conf. Rm.

Next Meeting:

**Monday,
February 11, 2013**

Briefing: TBD

- **6:15 Networking**
- **6:30 Welcome from Co-Chairs**
 - Dr. Jack Yanovski and Mr. Abe Brown
- **6:35 Review Minutes & Correspondence**
 - Kimberly Townsend, Nurse Manager, School Health Services
- **6:40 Updates from DHHS, MCPS, MCCPTSA**
 - Joan Glick, Director, School Health Services
 - Ursula Hermann, Director, MCPS Student Services
 - Carroll Lovelace, Chair, MCCPTA Health Subcommittee
- **6:45 Briefing:**
 - Dr. William Beattie, Director, Systemwide Athletics, MCPS:
MCPS Baseline Concussion Testing Workgroup
- **7:30 SHC Subcommittee Reports**
 - Judy Covich and Lynn Sobolov - Nomination and Membership
 - Robin Brannan - Mental Health
 - Pam Montgomery - Safety, Health & Environment
 - Marla Caplon – Nutrition
- **7:45 Bylaws Review- Task Group Update**
- **7:50 Discussion**
 - Briefing topics for next meeting
- **8:00 Adjournment**

Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 31, 2013

MEMORANDUM

To: Dr. Kimberly A. Statham, Deputy Superintendent of Teaching, Learning, and Programs

From: Geoffrey T. Sanderson, Associate Superintendent GTS

Subject: Approval of Request to Conduct Research

In compliance with Regulation AFA-RA, *Research and Other Data Collection Activities in Montgomery County Public Schools* (MCPS), the attached request to conduct research has been reviewed and approved by the Office of Shared Accountability (OSA). The request is recommended for approval by the Office of the Deputy Superintendent of Teaching, Learning, and Programs. Dr. Erin Hagen, assistant professor, School of Medicine, University of Maryland, requests permission to conduct a research study and survey titled *Maryland Active Living/Healthy Eating in Schools Wellness Policies and Practices Survey*. The study and its data collection activities are supported by two grants: the Centers for Disease Control and Prevention Community Transformation Grant, and the Centers for Disease Control and Prevention Special Interest Program Grant. The Maryland State Department of Education and the Maryland State Department of Health and Mental Hygiene are partners on the research project.

The purpose of the research is to evaluate Maryland public school districts' written wellness policies and wellness policy implementation, and to identify supports and/or barriers to wellness policy implementation. Results from the study will be provided to each Maryland school district. No comparisons will be made between school districts. School administrators and school and county leaders will receive written feedback about their own district and how their district compares to summary results for Maryland. The evaluation will be repeated in two years to determine if the implementation of wellness policies has increased. The researchers also plan to submit a scientific manuscript for publication that outlines and analyzes the methods used to collect information.

Data collections include online surveys and several in-depth telephone interviews. MCPS principals will receive a school-level survey regarding their schools' wellness policies/practices and implementation. The MCPS supervisor of Pre-K-12 Health and Physical Education will receive a district-level survey regarding systemwide wellness policies/practices and school-level implementation of wellness practices. Data also will be collected through in-depth telephone interviews with approximately three administrators who volunteer to participate.

Data collections are scheduled to occur August through October 2013. Participation in the study is voluntary. The Institutional Review Boards (IRBs) of the University of Maryland, Baltimore and the Maryland Department of Health and Mental Hygiene have determined that the study qualifies as exempt research and no further IRB review is necessary unless modifications are made to the proposal. All data will be reported in summary format. The names of participants, schools, and the school district will not be used in the summary of results. The study is supported by Dr. Lillian M. Lowery, Maryland State Superintendent of Schools.

If you have questions regarding this request, please contact Mrs. Cynthia L. Loeb, logistics support specialist, Applied Research Unit, OSA, at 301-279-3848, or via e-mail at Cynthia_Loeb@mcpsmd.org.

GTS:cll

Attachment

Copy to without attachment:

Executive Staff
All Principals
Dr. Addison
Ms. L. Campbell
Mr. Creel
Mrs. Grant
Mrs. Loeb
Dr. Mugge
Mr. Prouty
Mr. Eidel
Dr. Hager

Approved: _____

Kimberly A. Statham / GTS

Kimberly A. Statham, Deputy Superintendent of Teaching, Learning, and Programs

This e-mail message has been approved for distribution by Dr. Kimberly A. Statham, deputy superintendent of teaching, learning, and programs. No hard copy will be provided.

ACTION DUE BY: May 1, 2014

Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

February 25, 2014

MEMORANDUM

To: Principals of Selected Secondary Schools

From: Geoffrey T. Sanderson, Associate Superintendent *GTS*

Subject: ACTION: Administration of the School Health Profiles Survey

Summary

- The purpose of this memorandum is to inform you that your school has been selected by the Maryland State Department of Education (MSDE) to participate in an online survey to assess the status of school health policies and programs for youth.
- Maryland and the Centers for Disease Control and Prevention (CDC) are in partnership to foster coordinated school health policies and programs for youth. The administration of the survey is required as part of the cooperative agreement of activities with the CDC.
- The information collected from the surveys will be presented as School Health Profiles and will be used to improve school health policies and programs in Maryland public schools and provide a basis for future requests for funding.

Action

- Principals, lead health education teachers, and lead physical education teachers will be asked to participate in the online survey using instructions sent directly to principals by MSDE. Surveys should be completed by **May 1, 2014**.

Questions

- If you have questions concerning the online survey, please contact Mrs. Cynthia L. Loeb, logistics support specialist, Applied Research Unit, Office of Shared Accountability, at 301-279-3848 or via e-mail.

GTS:cil

Copy to:

Executive Staff
Mrs. Collins
Ms. Dawson
Dr. Addison

Mrs. Loeb
Dr. Steinberg
Dr. Mugge
Mr. Prouty

Approved: 

Kimberly A. Statham, Deputy Superintendent of Teaching, Learning, and Programs

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: EGG-RA, EGI-RA, JFF-RA
Responsible Office: Deputy Superintendent of Teaching, Learning, and Programs
Shared Accountability

Research and Other Data Collection Activities in Montgomery County Public Schools

I. PURPOSE

To assign responsibilities and establish processes for reviewing and coordinating research and other data collection activities in Montgomery County Public Schools (MCPS) in order to:

- A. Safeguard the privacy of current and former students, their parents, current or former employees, and other participants in MCPS-sponsored activities
- B. Limit interruptions in the instructional program
- C. Ensure the technical competency, the feasibility, and the appropriateness of research and other data collection activities in the public school setting

II. BACKGROUND

MCPS encourages education research and data collection that informs instructional and administrative decision making. However, MCPS is cognizant of the demands placed on students and employees to participate in these and other data collection activities mandated by state and federal agencies.

MCPS holds its internal research, evaluation, and assessment activities conducted through the Office of Shared Accountability (OSA) to high standards of methodological rigor. Similarly, MCPS holds external individuals or organizations seeking to collect data in schools or offices to high methodological standards of research. In specific circumstances,

MCPS permits more informal data collection by those internal to MCPS to inform instructional or administrative decision making, consistent with the discharge of their responsibilities and job functions.

III. DEFINITIONS

- A. *Calendar of Research and Other Data Collection Activities* is a calendar listing research and other data collection activities scheduled through procedures outlined in this regulation. This calendar is maintained on the OSA webpage.
- B. *External individuals or organizations* are for-profit and not-for-profit research organizations, local/state/federal agencies, national study groups, and other external researchers, as well as individuals involved in doctoral dissertations.
- C. *Instruments* are electronic or printed formats designed to acquire data. These include, but are not limited to, surveys or questionnaires, focus group or telephone scripts, observation guides, and other tools necessary to complete a research or other data collection activity.
- D. *Internal entities* are MCPS employees; parents; MCPS task forces, advisory groups, or committees; the Montgomery County Council of Parent Teacher Associations (MCCPTA), Parent Teacher Associations (PTAs), and Parent Teacher Student Associations (PTSAs).
- E. *Research* is the use of systematic observational or experimental designs and instruments that provide reliable, replicable, and generalizable findings. Research typically includes analysis adequate to support findings and the dissemination of findings to contribute to scientific knowledge.

IV. PROCEDURES

- A. Research by External Individuals or Organizations, as well as MCPS Employees Proposing Studies for Master's Theses or Doctoral Dissertations
 - 1. External individuals or organizations, as well as MCPS employees proposing studies for master's theses or doctoral dissertations, or research projects must use the following research review process:
 - a) Applicants submit a request comprised of MCPS Form 495-1: *Request for a Research Activity*; MCPS Form 226-17: *Research Instrument Clearance Request*; and required attachments to OSA at least four weeks prior to the requested start date for research activity in MCPS. Required attachments include a proposal narrative, all associated instruments, Institutional Review Board (IRB) approved decision, and letter or e-mail of support from offices or schools impacted by the research study.

- b) OSA reviews the request to ensure that the applicant demonstrates a technically sound research methodology and that the activity is appropriate for the public school setting.
 - c) The deputy superintendent of teaching, learning, and programs evaluates the request on the basis of its projected costs, response burden, and benefits to MCPS.
 - d) Signatures of both the associate superintendent of OSA and the deputy superintendent of teaching, learning, and programs are required for the study to proceed. If either party determines that the request requires further review, the request will be submitted to the superintendent of schools, who will determine whether it should be approved, disapproved, or submitted to the Montgomery County Board of Education (Board) for comment or approval.
2. Requests to conduct research in MCPS normally cannot be accepted after April 1 for the current academic year. Research activities involving students may not be conducted in MCPS from April 15 through September 15. MCPS reserves the right to establish other black-out dates as needed.
 3. Research cannot be initiated until all instruments have been reviewed and approved. All instruments that are part of a request must be approved as described on MCPS Form 226-17: *Research Instrument Clearance Request*.
 4. The following limitations apply:
 - a) A school leadership team cannot approve research proposals for master's theses or doctoral dissertations by MCPS employees in their own schools or offices.
 - b) The following activities will not be approved:
 - (1) Activities designed to meet requirements for receiving credit in high school, undergraduate or graduate courses, seminars, practicums, or training workshops
 - (2) Master's degree studies by persons who are not MCPS employees
 - (3) Activities that do not fully meet the criteria set forth in this regulation

5. Student and parent participation in research projects is voluntary. Participation of MCPS personnel also is voluntary unless specifically indicated by the deputy superintendent of teaching, learning, and programs.
6. MCPS employees may not authorize or participate in a research activity as defined above, unless the activity has been formally approved under the provisions of this regulation. Similarly, MCPS employees may not transmit instruments that have not been approved for distribution, consistent with this regulation.
7. Researchers must provide one complete copy of each report or product developed as a part or outcome of the research project, and, upon request from MCPS, an executive summary of no more than 25 pages. Researchers may not charge MCPS for any of these reports, products, or summaries; and all will be provided within 30 days of the development of the report or product, or within 30 days of the end of the study, whichever comes first.

B. Data Collection by Entities Internal to MCPS

1. Except for conditions described in Section IV.C., MCPS employees; parents; MCPS task forces, advisory groups or committees; and MCCPTA, PTAs, and PTSAs requesting to collect information from employees in schools or offices are not required to submit a proposal narrative or an experimental design but must follow the steps below:
 - a) Applicants submit a request comprised of MCPS Form 226-21: *Request for an Internal Data Collection Activity*, and required attachments, which include a list of requested respondents and a copy of the instrument, to OSA at least two weeks prior to the requested start date for data collection activity in MCPS.
 - b) OSA reviews the request and makes a recommendation to the deputy superintendent of teaching, learning, and programs; the deputy superintendent of school support and improvement; and the chief operating officer, on the basis of the timing of the request, compliance with relevant MCPS regulations, and response burden.
 - c) The deputy superintendent of teaching, learning, and programs; the deputy superintendent of school support and improvement; and the chief operating officer review OSA's recommendation and evaluate the request to ensure that the activity is appropriate for the public school setting.

- d) Signatures of the associate superintendent of OSA; the deputy superintendent of teaching, learning, and programs; the deputy superintendent of school support and improvement; and the chief operating officer are required for the study to proceed. If any party determines that the request requires further review, the request will be submitted to the superintendent of schools, who will determine whether it should be approved, disapproved, or submitted to the Board for comment or approval.

2. The following limitations apply:

- a) The burden on the respondent must be minimal, and the proposed number of questions should be limited (i.e., approximately five to seven questions is considered appropriate).
- b) Applicants must consult the Calendar of Research and Other Data Collection Activities, posted on the OSA webpage, and avoid scheduling data collection activities at the same time as previously scheduled research or during black-out dates for mandated assessments or surveys.
- c) Respondent participation in the data collection activity is voluntary, as described in section IV.A.5.

C. Data Collection Activities not Subject to this Regulation

- 1. Employee associations wishing to conduct data collection activities (surveys) across units must gain approval from the Committee of the Association Leaders/deputy superintendent of teaching, learning, and programs/deputy superintendent of school support and improvement/chief operating officer.
- 2. MCCPTA, PTAs, and PTSAs requesting information directly from parent members are not subject to this regulation. Data collection activities directed toward MCPS employees are subject to this regulation. Data collection activities directed toward students conducted by parents, MCCPTA, PTAs and PTSAs are not permitted.
- 3. This regulation does not apply to the following:
 - a) Data-gathering procedures, tests, or other data-accessing forms that teachers develop and use to assess their assigned students' educational status and growth

- b) Teachers having access to and using existing data required for these same instruction-related purposes
- c) School leadership teams gathering, having access to, or using data that are inherently required and customarily used in the discharge of their responsibilities and functions, including:
 - (1) Requesting data from students in their schools, community members located within their schools' attendance areas, or employees in their schools
 - (2) Requesting data from employees under their direct supervision

Regulation History: Formerly Regulation 340-2, January 5, 1973, revised July 1984; revised November 19, 1991; revised January 10, 2003; revised December 14, 2011; revised March 12, 2013; revised December 6, 2013.

Criteria used in the review of External Research Requests submitted to Montgomery County Public Schools in compliance with MCPS Regulation AFA-RA: *Research and Other Data Collection Activities in Montgomery County Public Schools*

1. Safeguard the privacy of current and former students, their parents, current or former employees, and other participants in MCPS-sponsored activities
2. Limit interruptions in the instructional program
3. Ensure the technical competency, the feasibility, and the appropriateness of research and other data collection activities in the public school setting

**Health and Wellness Studies Submitted to the Office of Shared Accountability
2011–2014**

Study	Decision	Affiliation	Administration Period	Researcher	Target Group
Elementary Attendance in Maryland Public School Districts	Approve; Participate	Johns Hopkins University	January 2012	Dr. Martha Abele Mac Iver	Policies and practices of Maryland public school districts as they relate to student attendance
School Health Policies and Programs	Approve; Participate	Maryland State Department of Education	February 2012	Alicia Mezu, Health Services Specialist, Maryland State Department of Education	Selected secondary schools. Determined by MSDE.
School Health Policies and Programs	Approve; Participate	Maryland State Department of Education	February 2014 (on-going)	Alicia Mezu, Health Services Specialist, Maryland State Department of Education	Selected secondary schools. Determined by MSDE.
Maryland Youth Local Tobacco and Risk Behavior Survey	Approve; Participate	Maryland State Department of Education	February-April 2013	Richard D. Scott; School Counseling Specialist, Maryland State Department of Education, Division of Student, Family, and School Support	Students in selected high schools. Sample determined by MSDE and state contractor. Results have not been received.
Maryland Active Living/Healthy Eating in Schools Wellness Policies and Practices Survey	Approve; Participate	University of Maryland School of Medicine, Maryland State Department of Education, and Maryland State Department of Health and Mental Hygiene	Study repeated two years after the initial data collection: 2013-2014 school year 2015-2016 school year	Dr. Erin Hagen, University of Maryland School of Medicine	School administrators and the school district will receive feedback from the researcher.

**Health and Wellness Studies Submitted to the Office of Shared Accountability
2011-2014**

Study	Decision	Affiliation	Administration Period	Researcher	Target Group
Youth Tobacco Risk Behavior Survey (YTRBS)[formerly YRBSS, Maryland Adolescent Survey, and Maryland Youth Tobacco Survey]	Approve; [will be participating in fall 2014]	Division of Student, Family, and School Support, Maryland State Department of Education	To be determined by MSDE (September - December 2014)	Richard D. Scott; School Counseling Specialist, Maryland State Department of Education, Division of Student, Family, and School Support	To be determined: Students in selected middle schools and high schools. Sample determined by MSDE and state contractor.
Oral Health Survey of Maryland School Children, 2010-2011	No documentation of receiving external research request forms	University of Maryland School of Dentistry	2010-2011	Dr. Mark D. Macek, University of Maryland Dental School Ms, Daphene Alterna-Johnson, Maryland Department of health and Mental Hygiene	Elementary students (K-3) in selected schools determined by researchers. Have documentation that MCPS e-mailed required forms to Ms. Alterna-Johnson, copied Dr. Macek on 2/8/2011. No documentation that the completed forms were returned to MCPS.